

Service procedures level of risks reasons health essay

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On prac, look around the work area and consider your duties in answering the following questions. List 2 hazards in each of the following areas and assess the level of risk for yourself and other staff by using the chart below. Write down the level of risk and explain your answer. Work areas

Hazard & Descriptions	Service procedures	Level of risks / Reasons
Indoor(I have found more than 2...)	High chairs - falls down or get hurt from the high chair when the children push, move them or hide at the back. Before put the children on the high chairs for eating, check the tables and belts are locked properly or not. Check the wheels of the high chair are locked not be able to pushed or moved. Notice the children if they are going to hide or move the chairs.	Major 4. Serious bodily injury, could happen, but rare. Cares have paid attention on the high chairs when the children are there, and also check the high chair condition before using it regularly.
Laminated shaped photos -	Cut / stabbed by sharp objects. Modelling how to use the photos to stick on the wall in a correct way. Supervision while they are playing it.	Minor 5. First aid only, no lost time, it could happen occasionally. Cares have paid attention on the Laminated shaped photos when the children are playing that, and also tidy up these things if they throw them on the floor.
Baby's Rocker -	falls over including the baby and other young children. When the babies can turn their body, it is good to use the cot instead of the rocker. When baby is not in the rocker, put the corker in a safety place where the other infants or toddlers can't get it.	Moderate 5. Casualty treatment, it could happen, but rare. Cares have paid attention on the rocker when the children are playing that.
Table -	hit the head some hard parts under the table where the infants or toddlers can crawl in or through it. Modelling the table is for	

put food and eat place, not for hiding or cowering. Supervision while they are around there. Major 5. Serious bodily injury, could happen, probably never will. Carers have paid attention on the table when the children are sit on there or play around. Sofa or chairs- falls off or jump down Place the sofa to where closed to the wall. Put soft fall and cushions around the sofa area. Notice the young children " sit down on the sofa (chair)". Supervision while they are on it. Moderate 4. Casualty treatment, it could happen occasionally. Carers have paid attention on the sofa and chairs when the children are crawling or sit on there. Kitchen Kettle - Burnt. The door been left open to enter the kitchen and the children manage to burn themselves with the kettle. To ensure that all of the equipment on the benches in the kitchen is out of reach for every children. To ensure that the carers always close the door either when enter or exit the kitchen.

Major 5:

This hazard is very unlikely to occur because the appliances are always out of reach from the children and the kitchen door is always kept closed. The door - Fingers to be stuck. When carers enter the kitchen and close the door behind them without looking, the child's finger is could accidentally get closed in the door and the child's fingers to be stuck. To ensure the carers are always aware of where the children are located at all times in the room. To ensure the carers don't slam the door. To ensure always watch what they are doing.

Minor 7:

Because the door isn't a heavy door and the carers never slam it. Moreover the carers are always: cautions when opening and closing the door, the carer know where the children are at all times; watching when close the door. BathroomFloor in the bathroom - slipped and fall down. When the children wash their hands, it might be wet in the floor and the children could slipped and fall down. To ensure that always supervise the children to not play with water. To ensure that when the floor is wet, carer should take care of the children and clean up straight away.

Moderate5:

Because the floor is kept dry. There are soft safety mats on the bathroom and carers always supervise the children to wash their hands. Unlocked Cupboards -reach chemicals. The children can reach the chemicals because carers forget to lock the cupboards in the bathroom. To ensure the cares always keep the cupboards locked. Carers could remind one another and even double check once the other person is finished in the bathroom.

Extreme 4:

Because if the children get chemical or substance and eat them, they could have serious affects and might be died. However this is very unlikely to occur because the cupboards are always locked. OutdoorUnsecured drain covers -be stumble and fall down. There is a drain cover and it is not secure for the children. The children could be stumble and fall down there or stuck their finger. To ensure that all the time carers supervise the children to prevent any dangerous occurs.

Minor 7:

Because the area of the drain cover is no toys near there, usually children won't go there to play. Carers should always consider carefully and check the children to not go this area. Play ground -play equipments hazard. E. g. slider, stairs, seesaw which the children climb and might be fall down. To ensure that always supervise the children and to help their exploring of play.

Minor 6:

Because the play equipment and ground are made by soft materials, so it would not be so serious and carers always supervise the children to prevent this occur.

Assessment 2

1. Consider all the hazards that you have identified. Who would you inform? Would you inform the same person for each hazard or is there a hierarchy?

-> My role is to identify a risk or hazard, report to my supervisor or the allocated Workplace Health and Safety Officer. First of all, I would report any hazardous concerns to the group leader as I am just a practice student who has limited experience. The group leader will see the level of the risk, and then decide to reporting director or workplace health & Safety Representative, or just solved by us.

2. How could you assist the service in implementing OHS policies and procedures?

-> I should assist in developing new procedures or strategies to reduce risks and assist in their implementation. Supervise children, be alert to protecting and prompting the health and welfare of themselves and of the children, are aware of policies and procedures on emergencies and incidents, promote children's understanding of safety.

For example: All areas to be checked daily
Staff on first shift to check building, spaces and equipment using appropriate materials and provide signed report
All hazards to be reported to relevant staff member

The procedure explains how safety checks are going to be carried out at the service. The more specifically defined a procedure is, the easier it is for relevant persons to follow or implement these.

3. How could you encourage less experienced staff members follow OHS procedures and guidelines?

-> First, train the new staff at orientation, and then promote workplace health and safety seminars and provide advice on risk management regularly. The most important thing is to model by myself.

4. How do you ensure you maintain and update you own OHS knowledge?

From whom do you seek this information?

Attend Staff meeting or training to keep the up to date OHS knowledge form Government- workplace health and safety inspectors, and the centre -director or staff

Regularly read the related News letter from Government or professional OHS relevant websites)

Assessment 3

1. When does the service undertake inspections of equipment and what do they inspect?

-> A daily list for checking equipments and other safety hazards. Wherever possible non-hazardous, environment friendly products will be used in preference to hazardous products. A hazard Register will be maintained by the director.

2. What are the service's procedures for storage of potential dangerous products?

-> Store all chemicals according to the manufacturer's instructions and in a well lit, ventilated, lockable, childproof cupboard away from the children.

All chemicals must be stored out of reach children in child proof cupboards include spray bottles

Medication is generally stored in the kitchen, out of reach of children

Use the appropriate and approved personal protective equipment such as gloves, aprons, goggles and respiratory protections such as masks when using the chemical. The appropriate equipment will be listed in the MSDS

(Material Safety Data Sheets). 3. Is this information located easily for relief staff and visitors to access? Where is this information located?

-> Yes. They are posted in the door of the rooms that have stored the medical products such as cleaner; a special chemical products storage room; the reception area where the staff and visitors can easy to access them.

4. According to the National Code Of Practice For Labeling of Workplace Substances, how are spray bottles to be labeled? (you will need to research this)

-> A label can be described as an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the container. For workplace chemicals, labels include information on the hazards, plus instructions and information on the safe storage, handling, use and disposal of the chemical. The label and Material Safety Data Sheets (MSDS) are important sources of information that may be used to inform hazard and risk assessments, and establish appropriate work practices to control risks associated.

There are some types of spray bottles which containers in differently of 750 ml or 500 ml etc. Below table shows the requirements (by NATIONAL CODE OF PRACTICE FOR THE LABELLING OF WORKPLACE SUBSTANCES [NOHSC: 2012(1994)]) , page 21- page 22). containers of more than 500 mL(g) capacity containers of 500 mL(g) capacity or less (a) signal word(s) and/or dangerous goods class and subsidiary risk label(s) (where applicable); (b) identification information: (i) product name, (ii) chemical name, (iii) United Nations (UN) Number (where required by the ADG Code), and (iv) ingredients

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and formulation details (where relevant);(c) risk phrase(s);(d) directions for use (where appropriate);(e) safety phrase(s);(f) first aid procedures;(g) emergency procedures;(h) details of manufacturer or importer;(i) expiry date (where relevant); and(j) reference to the MSDS.(a) signal word(s) and/or dangerous goods class and subsidiary risk label(s) (where applicable);(b) product name;(c) chemical name;(d) risk phrase(s) (at least the most significant phrase(s));(e) safety phrase(s) (at least the most significant phrase(s));(f) first aid procedures;(g) details of manufacturer or importer; and(h) reference to the MSDS.

Assessment 4

1. What are the employer's obligations under the Workplace Health and Safety Act? Must provide a safe work environmentPolicies and procedures in place to deal with legislationProvides training (Orientation)Ensure all chemicals etc and kept safetyNegotiates with employees about hazards and risks2. What are your obligations under the Workplace Health and Safety Act? Ensure procedures followedDoes not put self or anyone else at riskPrevents risk by dealing with hazardsTakes responsibilities for own actionsEngages in policy and procedure development3. Is there an OHS officer at the service? Discuss their role.

-> Yes, there is an OHS officer in the service group. She visits around every centre regularly to provide safety work environment, policies, rules, staff training etc

4. In your workplace, what is the forum for discussing OHS? Who discusses OHS issues?

-> Staff meetings and trainings by director or the group of the centres. Everyone in the centre has the right and the responsibility to discuss or report concerns or problem about the centre for preventing any hazards happen.

5. How do you manage your stress levels? Why is this important? Makes calm down to relax Find out solutions how to reduce the stress levels Discuss the problem with workmate or director If the stress becomes worse, in some cases it may become sickness or react on the body or into mental problems. It also could affect our work.

6. Identify the following signs and what do they mean? Danger hazard sign - chemical storage sign Describe: warn of a particular hazard or hazardous condition that is to be life-threatening: They are made up of a white rectangular background, with the word DANGER in white on a red background, and black border and black text. Warning Sign - SLIPPERY WHEN WET Describe: Warning signs are used to indicate a hazardous situation which may result in an injury. However Danger signs should be used when there is a possibility of death. Emergency Advisory Sign - help workers quickly locate first aid kits Used: for treatment of minor injuries only. Typical contents include adhesive bandages, regular strength pain medication, gauze and low grade disinfectant. Specialized first aid kits are available for various regions, vehicles or activities, which may focus on specific risks or concerns related to the activity. Warning Sign - CAUTION BIOLOGICAL HAZARD http://upload.wikimedia.org/wikipedia/commons/thumb/c/c0/Biohazard_symbol.svg/230px-Biohazard_symbol.svg.png Describe: include medical waste or samples of a microorganism, virus or toxin (from a biological source) that can impact human health. It can also include substances harmful to animals. The term <https://assignbuster.com/service-procedures-level-of-risks-reasons-health-essay/>

and its associated symbol are generally used as a warning, so that those potentially exposed to the substances will know to take precautions. 7.

Complete the table by inserting the information for personal protective equipment; what they are used for and how and where you would find them in your workplace. PPE Used for: Workplace Location Gloves

Hand and Arm Protection

Handling food, Handling bodily fluids,

Change nappies, Blowing noses, and

While Cleaning

Bathroom, Kitchen, Everywhere

Warning Signs or " red flags",

Waterproof dressings

infection control; injury protection

Everywhere possible if needs

Mask

Eye Protection, Face Shields and breathing protection.

Handling food, When have a cold, Cleaning

Kitchen, Cleaning, Everywhere

Ground Fault Circuit Interrupters (GFCI) ,

Safety boots and Overalls

Handle electricity safely and prevent injury.

Cleaning(protect slip or body protection)

Bathroom, treatment room; utilities room
Closed-in shoes

Foot and Leg Protection

Everywhere –it is compulsory for every worker to wear.

In your workplace, where are the following articles stored. Gloves –In the laundry room, locked cupboard
Aprons –In the laundry room, locked cupboard
Masks –In the laundry room, locked cupboard

Assessment 5

Scenario
The carpet square is worn and the edge is starting to curl up. You see a staff member walking reading. She is not watching her feet and trips on the mat. She puts her arm out to break her fall and breaks her arm.

Whose responsibility is it to prevent this occurring again? -> Employer and staff
2. Should this have been dealt with earlier? Yes / No
3. By whom? -> Employer
4. Who should have fixed this? -> Employer
5. What should have been done to prevent this occurring?

Replace the carpet

Report by filling in the hazard form

Assessment 6

Jack is working as the service. The Manager asks him to help in unpacking a large box of resources that were just delivered with trolley. The phone rings in the office and the Manager goes to answer it. The box has a sticker – TWO PERSON LIFT ONLY. Jack walks over to the box, bends his body from the hips and keeps his legs straight and his head tilted to the floor and starts to push the box down the long hallway. The box becomes unbalanced and falls forward resulting in Jack falling over the top of the box onto the floor. Identify Jack's options to ensure correct manual handling procedures

He shouldn't try to carry by himself

He should wait or find somebody to help

He should bend and lift properly

Describe how Jack could have used his body biomechanics differently to reduce the manual handling risk

The risk of injury increase the closer the load is to the ground. Bending forward to pick up loads from a low level creates strain, particularly on the lower back. Also, he could find a smaller box to separate the box into several times.

Assessment 7

When mopping the floor after a spill, describe the equipment you would use?

Equipments
How to use
Gloves
Wear gloves. A wet sign
Put a WET Sign on the spill area
A bucket
A mop, Cleaner
Take a bucket with water (if it is oiled or

dirt, then use cleaner on the water) and a Mop. After mopping, make sure mop it as dry as possible, then wash the mop and bucket. Place them back, and keep them to be dry if it is possible. Hand washHand paperLastly, take off the gloves in to the bin and wash hands (hand wash). Describe how you would meet manufacturer's instructions and organizational procedures and guidelines? (Consider - potential risk minimization and hazard reduction to self and others)By following the Material Safety Data Sheets (MSDS) for substances classified as hazardous. Every child care centre should keep an MSDS onsite for every product they use. Instruct all workers clearly and ensure they have been trained to perform the task safely. Wear disposable gloves for all contact with any dirt or even blood and body fluids. Maintain high standards of hygiene and cleanliness. Where possible, make sure flooring does not impede the use of wheeled equipment.

Assessment 8

On Prac, ask your supervisor about Emergency, Fire and Evacuation Procedures. Outline the procedure followed during the fire drill at the service.

-> Emergency Evacuation Procedures:

Emergency procedures are posted in each room and other locations. Staff must be familiar with the evacuation and lockdown procedures and evacuation routes. Fire drills and lockdown procedure drills are conducted regularly and at various times of the day. Fire alerts and lockdown procedure activation are also intermittently tested. NEVER ignore an emergency signal. Such a signal must always be responded to as though in an emergency. This applies to all adults who may be in the building at the time the alarm sounds.

Authorized personnel carry out checks on all fire equipment bi-annually. Fire safety trained staff are not to attempt to fight a fire if there is any personal risk. Do not panic, stay calm, activate RACE: R – Rescue people in immediate danger if you can do so without endangering yourself. A – Sound the alarm
C – Close all doors and windows if time permits
E – Evacuate the building following the procedure practiced during the drills. Describe your role as in the event of an emergency evacuation

-> Make the children to calm down and assist to evacuate the children to safety place. The primary duty and responsibility of all staff is to ensure the safety of the children.

Assessment 9 Recognising and responding to potential risk

scenario: When you are changing a toddler's nappy you see a yellow discharge coming from his left eye. You follow all centre procedures for dealing with this including reporting it to the appropriate person. However, you are still concerned about this when you change his nappy for a second time, as you feel that he now has a temperature. Consider OHS guidelines - give details on how you should respond and what action should be undertaken.

According to the centre's staff handbook:

Report to the group leader. If a child becomes ill at the centre with a high temperature, vomiting, diarrhoea or other symptoms the director must be informed and the parents will be notified and asked their child home. The decision to send a child home will be made at the director's discretion.

Contact to the parents: Group leader (Staff) should ask the parent to phone the centre with the Doctor's diagnosis and inform the director if exclusion is
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required. Confirmation: Any child who has been hospitalised or has had symptoms of vomiting or diarrhoea cannot return to the centre for at least 24 hours after being released from hospital or after the symptoms have cleared. Confirmation: Any child who has received medical attention will need to have a letter from the doctor stating that the child is fit to return to care. A doctor's clearance must be provided if a parent wants the child to return sooner.

Assessment 10

How can you maintaining health and safety contribute to the following?

Environmental Sustainability: Use recyclable spray bottles, purchase " Green cleaning products". Economic Sustainability: Water (ex. Tap is not leaking, wash hand)Workforce Sustainability: Make sure environment is risk and hazard free so staff feel safeSocial Sustainability: Ensure environment to look after OHS, provide the programs which can educate children the knowledge of sustainability about the environment and socially for their future.